

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road
Clarkston, MI 48346

Substitute Information Desk Librarian

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment.

Salary: \$19.00-\$23.00 per hour (depending on qualifications)

Hours: Hours Vary

Primary job duties:

Duties include, but are not limited to:

- Provide reference and readers' advisory services to library patrons of all ages.
- Assist patrons with a variety of computer and technology issues.
- A friendly, customer-service oriented demeanor.
- Assist patrons in obtaining information in a variety of formats.
- Other library tasks as assigned.

Qualifications:

- Master's degree in Library and Information Science or significant completion thereof
- Professional and enthusiastic attitude towards providing public library service to patrons of all ages
- A desire to serve the public in a positive manner
- Familiarity with popular reading materials and genre collections
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Familiarity with electronic databases and MeL resources
- Knowledge of popular office computer programs
- Ability to lift, push and/or pull at least 20 pounds
- Flexibility to work varied hours

Reports to: Head of Adult Services

Send cover letter, resume, and contact information for three references by email to:

Stacia Serafin, Head of Youth and Teen Services

serafins@cidlibrary.org

Deadline for applications: Until filled

An Equal Opportunity Employer